



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

SUPERVISING CUSTODIAN

Class No. 007085

■ CLASSIFICATION PURPOSE

To plan, assign, and supervise the work of a group or several groups of custodians engaged in cleaning buildings or assigned facilities; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This is the first level supervisor class of the series. Under general direction, employees in this class serve as the principal custodian of an assigned facility and direct the work of one or several custodial groups. Supervising Custodian is distinguished from the next lower level class, Senior Custodian, in that the latter is responsible only for leading the work of one group of custodians on one shift in addition to cleaning an assigned area of their own.

■ FUNCTIONS

**The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Essential Functions:

1. Plans, schedules, and assigns work of custodians.
2. Makes inspections to review work in progress and, upon completion, ensures security of the building(s) and employee compliance with safety regulations.
3. Directs various cleaning, dusting, and polishing operations.
4. Requisitions necessary supplies and equipment.
5. Directs the moving of office furniture and equipment.
6. Assigns and trains new employees.
7. Prepares activities, attendance, and employee performance reports.
8. Assists in or directs the taking of capital inventory for the Department of General Services.
9. Responds to questions and complaints from departments served.
10. In the Health and Human Services Agency, trains new employees in contagion control methods.
11. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles and techniques of supervision and training.
- Custodial methods, equipment, and materials.
- Safety practices and hazardous materials management.
- Security key systems.
- Safe and efficient use of infection control products.
- Cleaning techniques in patient areas.
- Basic arithmetic.
- Report preparation.

- County customer service objectives and strategies.

Skills and Abilities to:

- Effective oral and written communication in English.
- Interpretation skills to deal effectively with employees supervised.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. At least three (3) years of paid, custodial experience in a commercial, institutional, public, hospital, detention, or laboratory facility, one (1) year of which must have included lead or supervisory responsibilities; AND, completion of safety training courses for compliance with all applicable health and safety regulations; OR,
2. One (1) year as a Senior Custodian in the County of San Diego.

**Note:** Completion of a Regional Occupational Program (ROP), or equivalent, in Commercial Cleaning is highly desirable, and may substitute for six (6) months of the required experience.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, and reaching above and below shoulder level. Incumbents use physical strength and agility on a continual basis, including lifting objects frequently weighing up to 50 pounds, and occasionally weighing up to 75 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Incumbents may be exposed to caustic chemicals, contagious diseases, and occasionally, violent people; subject to interrupted work schedules in a hospital setting.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

New: January 29, 1964  
Revised: May 5, 1965  
Revised: August 17, 1967  
Revised: April 13, 1972  
Revised: January 31, 1974  
Revised: April 5, 1978  
Revised: May 7, 1980  
Revised: August 10, 1983  
Revised: January 24, 1986  
Revised: February 21, 1989  
Revised: March 5, 2003  
Reviewed: Spring 2003  
Revised: May 12, 2004  
Revised: January 31, 2005  
Revised: March 31, 2006